

Missouri State Library LSTA Grants Procurement Requirements

PLEASE NOTE: If your library has policies established regarding bidding for purchases, you are encouraged to use those policies in administering the grant funds.

Grantees and subgrantees will use their own procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in the Code of Federal Regulations (CFR) at 2 CFR 200.318.

The attached Procurement Certification form is to be used to document bid processes of expenditures for identical goods or services over \$3,000. (Example – 18 identical laptop computers @ \$1,800 each = \$32,400). If equipment is purchased through the State Contract, you are not required to obtain additional bids from other sources. In this case, simply state in section two of the Procurement Certification form that the contract was awarded on the basis of State Contract.

The Library Services and Technology Act (LSTA) is governed by the federal regulations in 2 CFR 3187 and 2 CFR 200. You may wish to check the section on Procurement Requirements, found at 2 CFR sections 200.310 through 326. All federal grants are required to be in compliance with the Office of Management and Budget (OMB) cost principles listed in 2 CFR 200. Per 2 CFR 200.88, the threshold for procurement using small purchase procedures is set at \$150,000. If small purchase procedures are used, price or rate quotations shall be obtained from an adequate number of qualified sources per 2 CFR 200.320.

For purchases of equipment over \$3,000 in aggregate—Report the price and rate quotations you obtained through:

1. Informal Method - Requests for proposals from an –adequate number of qualified sources, which may be three or more sources, however, if only one proposal is acquired in a non-competitive proposal, the library must show that there is only one source, or competitive or sealed bids have failed to produce a list of interested vendors.

OR

2. Formal Method - Public advertising for sealed bids and a fixed-price contract awarded to -The responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.

Publicly listed price quotations may be gathered from such sources as Internet web pages or catalog advertisements; these may be counted as price and rate quotations. Keep all printouts and/or photocopies of quotations on file at your library; send us only the Procurement Certification form.

For purchases over \$150,000—Public advertising for sealed bids is required and a fixed-price contract is to be awarded to the lowest bidder (see 2 CFR 200.320 for more details).

Library: _____ **Grant Number:** _____

- (state reasons)

2. By direct queries via telephone, email, letter, or fax: yes no
- If yes, these are the results:
- | | |
|-----------------------|---------------|
| a. Bidder name: _____ | Amount: _____ |
| b. Bidder name: _____ | Amount: _____ |
| c. Bidder name: _____ | Amount: _____ |
| d. Bidder name: _____ | Amount: _____ |
| e. Bidder name: _____ | Amount: _____ |
- The Contract was awarded to: _____
- on the basis of: _____ low bid, or _____
- _____
- _____
- _____
- (state reasons)

- I hereby certify by my signature that the above statements are true and factual to the best of my knowledge:

Date _____